



ZONING CLEARANCE PROCEDURE FOR PEDDLER LICENSE

Applicant will be required to submit two (2) copies of a detailed site plan for Zoning Review. The site plan shall provide the following information:

1. Property lines.
2. Street name and address.
3. Reference in feet to the nearest public street intersection.
4. North directional arrow.
5. Building and parking areas for the entire site.
 - a. The total number of parking spaces on the property shall be indicated.
 - b. The square footage of the building shall be indicated, as well as the use of the square footage.
6. Designate where the right-of-way line is located.
7. Note where the peddler's display is located. Dimension the area to be used for the display accurately.

Peddler's licenses that involve working within the public right-of-way areas, which include public sidewalks and streets, do NOT require zoning approval. Public right-of-way is not under the jurisdiction of the Zoning Code. Peddler sales areas are NOT allowed in required parking spaces OR in front of the required building setback line.

After the site plan has been prepared, please bring it to Building Services Division Customer Service Counter at 757 Carolyn Avenue, Columbus, OH 43224, between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday for review of the site plan.